

## **MEMORANDUM**

**FROM:** Ryan Jackson, Chief of Staff

**TO:** Kevin Minoli, Acting General Counsel  
Steve Fine, Acting Assistant Administrator, Office of Environmental Information  
Samantha Dravis, Associate Administrator for Policy  
Troy Lyons, Associate Administrator for OCIR  
Liz Bowman, Acting Associate Administrator for Public Affairs  
Brian Hope, Acting Director, Office of the Executive Secretariat

**SUBJECT:** Office of the Administrator FOIA Centralization Pilot Project

By this memorandum, I am asking you to implement a pilot project centralizing incoming all incoming Freedom of Information Act requests directed to the Immediate Office of the Office of the Administrator, the Office of Public Affairs (OPA), the Office of Policy (OP) and the Office of Congressional and Intergovernmental Relations (OCIR) consistent with the attached project description.

This pilot project is anticipated to enhance the Agency's ability to provide effective and efficient FOIA production in response to the many FOIA requests directed to these four offices. Additionally, the pilot project will generate information on the benefits of increased centralization of FOIA processing responsibilities at the EPA and the resources necessary for such centralization. This information will be used in making near-term decisions regarding the potential increased centralization of FOIA at the Agency.

While I realize that the project will take time for full implementation, I ask that your offices begin those implementation efforts immediately. I have attached a cover memo and attachments for you to use to communicate this project with your staff and ask that you disseminate this information Monday.

Thank you for your willingness to assist in our efforts aimed at enhancing the overall efficacy of the Agency's FOIA program.

Attachments

cc: Henry Darwin  
Byron Brown